



**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD  
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2ND FLOOR BOARD ROOM  
100 SOUTH VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, August 29, 2014**

**8:00 AM**

**CALL TO ORDER**

1. Call to order. (14-3220)

**The meeting was called order by Chair Tessitor at 8:03 a.m.**

**PLEDGE**

2. Pledge of Allegiance. (14-3855)

**The Pledge of Allegiance was led by Doran Barnes, Executive Director.**

**ROLL CALL**

3. Roll call. (14-3856)

**Roll call was taken by Garen Khachian, Staff, Board of Supervisors  
Executive Office, Commission Services Division.**

Present: Michael De La Torre, Becky A. Shevlin, Carol Herrera and Doug  
Tessitor

Excused: Paula Lantz

**I. ADMINISTRATIVE MATTERS**

4. Approval of the minutes for the Regular Meeting of the Executive Board of July 25, 2014. (14-3857)

**On motion of Treasurer Herrera, seconded by Chair Tessitor, the minutes  
for the Regular Executive Board Meeting of July 25, 2014 were approved by  
the following vote:**

**Ayes:** 3 - Member Michael De La Torre, Treasurer Carol Herrera and Chairman Doug Tessitor

**Abstentions:** 1 - Member Becky A. Shevlin

**Excused:** 1 - Vice Chair Paula Lantz

**Attachments:** [SUPPORTING DOCUMENT](#)

Chair Tessitor introduced Councilmember Corey Warshaw Governing Board Member representing City of West Covina.

## **II. PRESENTATIONS**

### **5. 5.1 Contractors' Employee Recognition (14-3858)**

**Shawn Chavira, Assistant General Manager, First Transit, introduced and recognized the following Arcadia location First Transit Employee of the Month and Operator of the Month:**

- **Maria Maldonado, Employee of the Month (August 2014)**
- **Sandra Tovar, Operator of the Month (August 2014)**

**Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:**

- **James Kelly, Operator of the Month (August 2014)**

**After discussion, by Common Consent, and there being no objection, the Board recognized the Employees of the month.**

## **III. PUBLIC COMMENT**

### **6. Public Comment. (14-3860)**

**No members of the public addressed the Foothill Transit Executive Board.**

## **IV. CONSENT CALENDAR**

### **7. FY 14/15 JULY MONTHLY FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the July Financial Statements and Investment Summary for fiscal year 2014/2015. (14-3889)

**On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

8.     JULY PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the July 2014 Performance Indicators Report. (14-3890)

**On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

9.     AUGUST 2014 LEGISLATIVE SUMMARY

Recommendation: Receive and file the August 2014 Legislative Summary. There are no recommended positions on bills this month. (14-3891)

**On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, the Board received and filed the August 2014 Legislative Summary.**

Attachments:    [SUPPORTING SUPPORT](#)

10.    EXECUTIVE BOARD COMPUTER POLICY

Recommendation: Adopt the revised Executive Board Computer Policy (Attachment A). (14-3892)

**This item was taken off calendar.**

Attachments:    [SUPPORTING DOCUMENT](#)

11.    CONTRACT AMENDMENT - GENERAL MARKETING SERVICES

Recommendation: Authorize the Executive Director to amend the General Marketing Services contract in the amount of \$10,634 for the redesign of the bus livery to accommodate the new dimensions of the Proterra V2 electric bus. (14-3893)

**On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**12. CONTRACT AWARD - BUS BOOK PRINTING**

Recommendation: Authorize the Executive Director to negotiate final contract terms and conditions and award a contract for a base period of three years with two available one-year options in the amount of one hundred seventy nine thousand, two hundred forty two dollars and eighty two cents (\$179,242.82) to Transit Information Products for the design, production, and printing of Bus Books. (14-3894)

**On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**13. CONTRACT AWARD - ARCHITECTURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY**

Recommendation: Authorize the Executive Director to execute Amendment No. 5 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$13,175 for the design of site signage, striping; and conduit infrastructure for future license plate recognition cameras for the Azusa Intermodal Parking Facility. (14-3895)

**On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**14. REMOVAL AND REINSTALLATION OF SMARTBUS EQUIPMENT ON 60 NABI BUSES**

Recommendation: Authorize the Executive Director to enter into Contract No.15-016 with Scintech Associates, Inc. in the amount of One Hundred Thirty-Five Thousand Dollars (\$135,000) for the removal of 60 sets of SMARTBus equipment from retired Foothill Transit buses and installation on 60 new NABI 42 ft. low-floor CNG buses. (14-3896)

**On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**15. RESOLUTIONS FOR FINANCIAL DELEGATION OF AUTHORITY**

Recommendation: Adopt the following two resolutions:

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Resolution No. 2014-02: A Continuing Resolution of the Executive Board of Foothill Transit Authorizing the Filing of Grant Applications with the United States Department of Transportation (Attachment A)

Resolution No. 2014-03: Authorization for the Execution of the Certification and Assurances for the Public Transportation Modernization, Improvement and Service Enhancement Account Bond Program (Attachment B) (14-3897)

**On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, the Board adopted Resolution Nos. 2014-02 and 2014-03.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**16.    FOOTHILL TRANSIT'S 2014 TITLE VI PROGRAM SUBMISSION**

Recommendation: Approve Foothill Transit's 2011-2014 Title VI Program update and analysis. (14-3898)

**On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**17.    SOLE SOURCE CONTRACT AWARD - ZONAR SYSTEMS ELECTRONIC VEHICLE INSPECTION REPORT**

Recommendation: Authorize the Executive Director to enter into a sole source contract with Zonar Systems for Electronic Vehicle Inspection Report (EVIR) services for a period of five years for a total amount of One Hundred Thirty-Nine Thousand Twenty Dollars (\$139,020.00) for pre-trip and post-trip inspections of Foothill Transit's bus fleet. (14-3899)

**On motion of Member De La Torre, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**V. DISCUSSION ITEMS (REGULAR AGENDA)**

**18.    FOOTHILL TRANSIT COMPREHENSIVE OPERATIONAL ANALYSIS (COA) UPDATE**

Recommendation: Receive and file the Foothill Transit COA update. (14-3900)

**Austin Lee, Planning Manager presented this item and reported on the following:**

**A Comprehensive Operational Analysis (COA) is an in depth program, which entails the review of services a transit agency provides, and determines the system's strengths and weaknesses. The Foothill Transit COA is composed of four main elements:**

- **An assessment of the service area;**
- **Analysis of existing ridership;**
- **Organizational and system productivity analysis; and**
- **Needs assessment and development of preferred scenarios and service plans.**

**Mr. Lee introduced Thomas Wittmann of Nelson/Nygaard. Mr. Wittman addressed the Board and explained that the scope of work includes how to improve service and how to avoid overlaps in different areas. The data is being collected and the study should be completed by February 2015 at which time recommendation will be provided to the board for enhancements and improvement of service.**

**On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.**

**Attachments:**    [SUPPORTIUNG DOCUMENT](#)

**19. CONTRACT TRANSITION - FOOTHILL TRANSIT ARCADIA OPERATIONS AND MAINTENANCE**

Recommendation: Receive and file a status update on contract transition activities at Foothill Transit's operations and maintenance facility in Arcadia. (14-3901)

**LaShawn Gillespie, Director of Customer Service, and Operations presented this item and introduced Bill Jackson, General Manager at Arcadia location, Veolia Transportation now known as Transdev. Mr. Jackson reported that as part of the transition process to a new employer, all coach operators and maintenance technicians receive an orientation that is specific to Transdev Transportation. Their skills are also assessed and each employer will also receive refresher customer service training. Mr. Jackson thanked First Transit for their assistance given to Transdev during the transition.**

**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

**20.    FY 13/14 END OF YEAR FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

Recommendation: Receive and file the Financial Statements and Investment Summary for Fiscal Year 2013/2014. (14-3902)

**Michelle Caldwell, Director of Finance, presented this item.**

**On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

**21.    BOARD STIPEND POLICY REVISIONS**

Recommendation: Recommend that the Governing Board revise the Stipend Policy for Foothill Transit Executive Board and Governing Board Members. (14-3903)

**David Reyno, Director of Governmental Relations presented this item.**

**On motion Treasurer Herrera, seconded by member De La Torre, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**VI. EXECUTIVE DIRECTOR COMMENT**

**22.    Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (14-3861)**

**Mr. Barnes reported on the following:**

- **In the video presented to the Board Members today, Mr. Barnes advised that the new Puente Hills Mall Transit Store is located at the same location but twice the size of the original store.**
- **Public hearing outreach for Line 495 was held in the Industry Park and Ride Facility. About 25 members of the public attended the hearing and the comments were all positive. This item will be presented to the Board Members at the next meeting.**
- **The commemorating ceremony for the full electrification of Line 291 is scheduled for September 27, 2014.**

- The Mt. San Antonio College (Mt. SAC) has started and the College Pass Program is in full swing. In November 2014 the student body will vote for or against the permanency of the Class Pass Program.
- The American Public Transportation Foundation (APTF) has approved scholarships for the following Foothill Transit Employees for obtaining Bachelors and Master's Degree; Linda Apodaca, Lany Hernandez, Joseph Lutz, Chris Pieper, and Hendy Satyaputra.
- Foothill Transit received the American Public Transportation Association (APTA) ADWHEEL Award for the College Pass Program.
- Congratulated Kevin McDonald, Deputy Executive Director, Foothill Transit, for being elected as a member of the Board of Directors for the Conference of Minorities Transportation Officials.
- Thanked Kevin McDonald, Deputy Executive Director, Foothill Transit, for his assistance on the Federal Transit Administrative Triennial Review for Federal Fiscal Year 2011-2014. Final findings will be provided to the Board Members at the next meeting.

#### **VII. BOARD MEMBER COMMENT**

23. Comments by Members of the Foothill Transit Executive Board. (14-3862)

**There were none.**

#### **RECESS/RECONVENNE**

The Foothill Transit Executive Board recessed to Closed Session at 8:52 a.m. following Agenda Item No. 23. The Foothill Transit Executive Board meeting was reconvened and called to order by Chair Doug Tessitor, at 9:10 a.m.

The following members were present: Chair Doug Tessitor, Treasurer Carol Herrera, Members Becky Shevlin, and Michael De La Torre. (14-4003)

#### **VIII. NOTICES OF CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)**

24. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS  
(Gov't Code § 54957.6)

Agency Representatives Attending Closed Session:

Executive Director Doran Barnes, General Counsel Pieper



Unrepresented Employee Position Title: Deputy Executive Director (14-3904)

**Darold Pieper, General Counsel, reported that no reportable action was taken.**

**25. EMPLOYMENT CONTRACT FOR DEPUTY EXECUTIVE DIRECTOR**

Recommendation: Authorize the Executive Director to execute an Employment Contract with the Deputy Executive Director. (14-3906)

**On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.**

Attachments: [SUPPORTING DOCUMENT](#)

**IX. ADJOURNMENT**

**26. Adjournment for the August 29, 2014 Foothill Transit Executive Board Meeting. (14-3863)**

**There being no further business, the Foothill Transit Executive Board Meeting adjourned at 9:14 a.m.**